

DEPARTMENT OF THE ARMY
Missouri River Division, Corps of Engineers
P. O. Box 103, Downtown Station
Omaha, Nebraska 68101

MRD-R 1110-2-3

MRDED-TG
Regulation
No. 1110-2-3

1 May 1982

Engineering and Design
PLANS AND SPECIFICATIONS - CIVIL WORKS
DELEGATIONS, REVIEW AND APPROVAL POLICIES, AND SUBMITTAL PROCEDURE

1. Purpose. To establish policies and procedures for submittal and approval plans and specifications, and to delegate certain authorities therefor.

2. Applicability. District offices in the Missouri River Division.

3. References.

a. ER 1-1-3

b. DAR 7 - Part 6

c. ECI 7 - Part 6

d. MRD Reg No. 1180-234-2

e. ER 1110-2-1200

f. ER 1110-2-1150

4. Delegation. The following authorities are redelegated to the District Commander:

a. Approval to use a separate bid item for Mobilization and Preparatory Work or Mobilization and Demobilization with the appropriate clause in accordance with ECI and DAR.

b. Advertising concurrent with Division review is authorized provided one of the following requirements has been complied with:

(1) When advance approval has been obtained. This procedure will only be considered for unusual exigencies.

(2) When District Commander has authority to approve plans and specifications prepared by an architect-engineer.

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(3) When plans and specifications are prepared by District forces for work costing \$100,000 or less, except:

(a) Whenever reservoir elevation or project releases are to be affected or committed.

(b) Whenever the Corps of Engineers' ability to deliver real or reactive power to the marketing agent would be affected.

5. Policies and Principles.

a. Every effort will be made to insure that plans and specifications prepared under the supervision of the Corps of Engineers are free of error. Prior to use for construction, completed plans and specifications will be given an independent review as part of the design approval procedure. During review of the plans and specifications, it may be necessary for MRD to request additional data to supplement the design memorandum.

b. Any substantial departure from an approved design memorandum, found necessary or advisable during the preparation of plans and specifications, will be incorporated in a supplement to the applicable design memorandum, which will be submitted for approval prior to completion of the plans and specifications. Plans and specifications will be prepared and approved only on the basis of approved design memorandums except for certain O&M funded construction when a DM is not required.

c. Significant revisions to approved plans and specifications, whether made prior to advertising, by amendment of an invitation for bids, or by modification of an existing contract (supplemental agreement or change order), will be approved by the approving authority of the plans and specifications being revised, as indicated above, prior to accomplishment. For purposes of this paragraph, significant revisions are those which modify the structural features, functional purpose, or operational and maintenance characteristics of the equipment or work involved, or have an appreciable effect on bid price, competition for the work, or administration of the contract. Following approval, these revisions will be incorporated into the appropriate design memorandum for record purposes.

d. When MRD approval is required prior to advertising, a minimum of 30 days will be needed for review time. Therefore, sufficient time should be allowed so that the necessary changes can be incorporated into the plans and specifications prior to advertising.

e. Time for review of the advertised plans and specifications is often limited and, therefore, complete cooperation of both the District and Division is necessary in order to get the comments resolved and incorporated into the plans and specifications by amendment so as to minimize the number of modifications after contract award. Every effort will be made by MOD to get comments to the District 14 days prior to bid opening. In order to meet this time requirement, some comments may be phoned to technical counterparts in the District whose responsibility will be to take the necessary action on the comment. The comment will be forwarded later by formal correspondence.

f. MRD comments on design will be furnished either by letter or on MRD Form 0691. If a comment is controversial, it will be resolved with the appropriate Division counterpart prior to advertising, in the case of advance plans, and before bid opening, on advertised plans and specifications. If there is no response from the District, it will be assumed that the necessary corrections or revisions will be made. As confirmation of your actions on the MRD comments, a copy of the 0691 containing the MRD comments will be returned to MRDED-TG with annotations indicating the disposition of each comment; efforts should be made to return the 0691's prior to the next milestone; e.g., comments on the final drawings should be returned prior to submittal of the advertised plans and specifications, or be included with the submittal letter for the advertised plans and specifications.

g. Plans and specifications will be prepared for all hired-labor construction and will be complete except for bidding and contract provisions. (See MRDR 415-2-1.)

h. Approval of the plans and specifications (design) does not in itself constitute authority to advertise for construction. There are many constraints that must be met before advertising and/or contract award. These constraints include but are not limited to the following: required real estate interests, necessary local cooperation assurances, appropriate filed Environmental Impact Statement, required Section 404 Permits, proper coordination with fish and wildlife agencies, and the necessary clearances on cultural resources.

6. Procedures. Plans and specifications submitted for MRD review and approval are expected to be complete. Preliminary or less than complete designs will not be submitted unless specifically requested by the Division Commander or the District Commander. When a request is made by the District Commander, adequate justification reasons should accompany the request.

a. Plans and specifications prepared by District forces require MRD review and approval.

(1) Plans and specifications for construction or procurement of supplies and equipment, estimated to cost more than \$100,000, will be submitted for review and approval prior to advertising unless special approval for advertising concurrent with review has been granted. Approvals of the advertised P&S will not be required unless significant changes have occurred from the approved advance P&S. In this case, reference is made to paragraph 5b and c for approval actions. cursory reviews will be made of the advertised P&S and comments forwarded to the Districts as appropriate.

(2) Review and approval actions will be made concurrent with advertising for plans and specifications for construction, procurement of supplies, and equipment estimated to cost less than \$100,000.

(3) Hired labor plans and specifications for work requiring MRD authorization will be submitted for review and approval prior to start of construction. Hired labor plans and specifications for work within delegated authority of the District Commander will be submitted for information.

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b. Plans and specifications prepared by Architect-Engineer organizations will be reviewed and approved by the District Commander or another architect engineer, except as noted below or as otherwise directed.

(1) Plans and specifications for major structures such as dams, outlet works, spillways, power structures, pumping plants, visitor centers, and major recreation facilities will have the same review and approval procedure as if designed by District forces.

(2) District Commanders may request MRD review and approval when desired. cursory review by MRD of District-approved AE-prepared plans and specifications will be made during the advertising period.

c. Plans and specifications prepared by owners under relocation contracts will be reviewed and approved by the District Commander. Copies of the plans and specifications will be furnished to MRD for information.

7. Exceptions.

a. The District Commander is authorized to issue plans and specifications without approval of MRD, for the procurement of routine supplies, equipment, and services for operation and maintenance when the total cost of procurement does not exceed \$100,000. Information copies of these plans and specifications will be furnished MRD in duplicate, ATTN: MRDED-TG.

b. It will not be necessary to submit the plans and specifications for Emergency Levee Repairs by a formal forwarding letter; however, two sets of plans and specifications will be forwarded this office, ATTN: MRDED-TG, so that concurrent review can be made. Our comments, if any, will be phoned to the District Engineering Division, for appropriate action.

8. Submittal Procedures.

a. All plans and specifications (both advanced and as-advertised) will be submitted in sextuplicate (specifications should be bound with Acco fasteners), ATTN: MRDED-TG, except as follows:

(1) Plans and specifications prepared by owners under relocation agreements - 1 copy.

(2) Hired labor plans and specifications submitted for approval - 2 copies.

(3) Hired labor plans and specifications furnished for information - 1 copy.

(4) Information copies of plans and specifications for procurement of supplies, equipment, and services will be furnished in duplicate.

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b. Transmittal letters accompanying the submittal of plans and specifications will include but not be limited to the following data:

- (1) Latest approved estimate of cost of work.
- (2) Current estimate of cost of work.
- (3) Explanation of difference between current estimate cost and latest approved estimate of cost.
- (4) Funds available for the work.
- (5) Statement on local cooperation including status of contracts, if applicable.
- (6) References to approved design memoranda upon which design is based and descriptions of significant changes from the approved design memoranda.
- (7) Reference to authority for concurrent review, if applicable.
- (8) Brief statement outlining current status of rights-of-way. To obtain advertising, bid opening, and/or award approval in the event all real estate interests are not fully available, separate action must be taken under MRD Regulation Number 1180-234-2.
- (9) Statement on whether plans and specifications were prepared by District forces, Architect-Engineer, or Owner.
- (10) Scheduled or actual advertising date.
- (11) Scheduled bid opening date.

MARK J. SISINYAK
Brigadier General, USA
Commanding

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